



PUBLIC SCHOOLS OF NORTH CAROLINA


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DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., *State Superintendent*

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MEMORANDUM

TO: More at Four Committee Co-Chairs
Program Contacts
Contract Administrators
Fiscal Contacts

FROM: John R. Pruette, Executive Director 

DATE: September 24, 2008

SUBJECT: Getting Slots Filled

The More at Four Program (MAF) has experienced growth every year, with a major increase in slots last fiscal year. Your response to request and fill those slots was outstanding. For SFY 2008-09, the total number of MAF slots funded is 32,122, which includes an expansion of 3,467 child slots.

This email is to remind you that in order to maintain funds to support your MAF slot allocation, child slots must be filled by January 31, 2009. Any slot considered unfilled by this office as of January 31 will lose funding for the current fiscal year.

An unfilled slot is one for which you have not received reimbursement from our office.

Our office will start reviewing unfilled slots in late October and work to assist you in ensuring that all funds supporting you MAF slots are maintained. For now, please be mindful of the following:

1. Request additional slots as often as you need them; move slots to meet needs.
2. Contact your Program Consultant to discuss opportunities, such as child eligibility, dual enrollment, differentiated funding, site, classroom and teacher qualifications, etc.
3. Make every effort to find those "hard to reach" children.
4. Review the More at Four attendance policy and attendance payment policy.
 - a. Do you have any situations that might qualify as an exception?
 - b. Are teachers counting home/community setting visits as an attendance day?
5. Ensure MAFPlan is up to date to ensure timely reimbursement.
6. Submit monthly request for reimbursement no later than the 10th business day of the month. If you have not requested reimbursement, even if the slot was filled, it is considered unfilled until we pay for the service.

If you have any questions, please contact your Program Consultant or Susan Blackard at 919-981-5346. As always, we commend your efforts on behalf of North Carolina's children.

